



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EMERGENCY MANAGEMENT PROGRAM MANAGER

Group-Section: Water System Operations Group - Water Operations and Planning Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 060 Job #: PM006
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JOB SUMMARY

Under minimal supervision, is responsible for the effectiveness of Metropolitan's Emergency Management Program and the Emergency Response Organization. This position is responsible for developing, updating, and maintaining core emergency preparation and response programs; for building, integrating, and maintaining a decentralized emergency response organization of trained Emergency Coordinators; and for ensuring that all of Metropolitan's emergency assets, in partnership with member and outside agencies are ready to effectively respond to any major emergency.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects which constitute or support a major goal or operation of Metropolitan. A program typically involves external agencies and matrix management of multiple staff. Programs may also involve a single major effort of a comprehensive nature.

OVERSIGHT

Supervision Received: Receives direction from the Unit, Section and/or Group Manager.

Supervision Given: May exercise technical and functional lead over assigned staff. The incumbent also coordinates the activities of emergency coordinators throughout the agency.

JOB DUTIES

1. Plans, coordinates and offers technical expertise for activities and operations of the Emergency Management Program and Emergency Response Organization.
2. Interacts and coordinates extensively with management and other key policy level officials.
3. Develops, updates and maintains emergency plans, policies, procedures and checklists.
4. Ensures Metropolitan's Emergency Management Program and Emergency Response Organization are in compliance with applicable regulations, policies and guidelines.
5. Responds to and oversees Metropolitan's entire emergency response, consistent with the Incident Command System (ICS), California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
6. Maintains and motivates a decentralized group of Emergency Coordinators and coordinates their activities. Supports the Incident Command Center facilities, staff, and procedures in order to effectively prepare for and respond to emergencies and disasters.

7. Develops, conducts and coordinates emergency response exercises. Facilitates exercises after action conferences. Develops and implements appropriate improvement plans, as approved by management. Provides training and exercise support for all emergency response staff.
8. Maintains the Emergency Operations Center, Emergency Response Vehicle, Member Agency Response System and other emergency assets, equipment, and supplies as directed. Ensures communication systems and protocols are tested, maintained, and ready for response.
9. Provides effective liaison and coordination with member agencies and other stakeholders. Develops internal and external partnerships for effective emergency management communication and coordination.
10. Facilitates cooperation with and coordination of Business Continuity and Information Technology Disaster Recovery teams.
11. Provides strategic and technical assistance to the Emergency Operations Center Director and staff during emergencies.
12. Prepares and presents reports on program status or other emergency management topics to the Board, management, the public, other departments, and outside agencies as directed.
13. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in an supervisory, emergency management, or lead position; or an advanced degree (i.e., master's or doctorate) from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in an supervisory, emergency management, or lead position.

Required Knowledge of: Current emergency management authorities, regulations, requirements, principles, methodologies, and protocols; California state law relative to the Standardized Emergency Management System; federal emergency management program (National Incident Management System); Metropolitan's emergency response components, teams, and facilities; survivable communications systems; utility infrastructure; disaster damage assessment; intelligence processing and situation analysis methods; risk assessment methodologies and applications, logistics, and mutual aid systems; leadership techniques under crisis conditions; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; project management; contract administration; and trends and emerging technologies of emergency management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; and use business applications such as word processing and spreadsheets.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- Standard Emergency Management System Approved Course of Instruction (ACI) G 606 certification
- Independent Study-700 certification (National Incident Management System [NIMS Overview])
- Independent Study-800 certification (National Response Framework [NRF] Overview)
- Incident Command System 100 and 200 certification, or Standard Emergency Management System Approved Course of Instruction Field Modules 1-6

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Certified Emergency Manager

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements